



SANDY SPRINGS

GEORGIA

SINGLE FAMILY POOL SITE PLAN CHECKLIST

Building Permit Number: _____ Submittal Date: _____
Assigned by Staff

Subdivision Name (if any): _____ Tax/Parcel ID #: _____

Parcel Address: _____ Lot #: _____

Permittee: _____ Signature: _____
Print Name Signature

Firm: _____ Phone: _____

Address: _____

Accepted/Denied by: _____

Requirements

The following Permits or documents are not required at the time of submittal but are required prior to Permit issuance. Copies of approved Plans by other review Agencies are required at least five business days prior to Permit issuance.

1. Retaining Wall Permit if any Retaining Walls on Site Plan exceeds four feet in height.
2. Copy of approved Building Plans with Septic, if the Property is on a Septic System.

Required SFPSP Items

Provide all items listed below. If not applicable, applicant shall note on this checklist, and shall explain by notation on the plans. An incomplete application will not be accepted into the review process.

General Requirements

- ____ 1. Three (3) copies of Single Family Pool Site Plan (SFPSP).
- ____ 2. Submittal fee and completed application.

Plan Requirements

- ____ 1. Maximum sheet size shall be 36" x 48" (24" x 36" preferred) (All lettering shall be readable).

Sandy Springs' SINGLE FAMILY POOL SITE PLAN CHECKLIST
February 1, 2017
Page two

- ___ 2. Project name and address, subdivision name and lot number (if applicable), landlot, district, and zoning.
- ___ 3. Owner's name and complete address including zip code.
- ___ 4. Name and telephone number of a 24-hour contact.
- ___ 5. Plan Preparer name, address, and phone number.
- ___ 6. North arrow, site acreage, and scale of drawing (1"=10 to 1"=50').
- ___ 7. Boundary information including bearings and distances along all property lines and a Location Sketch. Provide Source.
- ___ 8. Street name and Lot address.
- ___ 9. Lot building setback lines (per Sandy Springs Zoning Ordinance) labeled.
- ___ 10. Names of Adjoiner's and respective Zonings.
- ___ 11. Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines including reserve field, fences, etc.) with distances to lot lines for all above ground structures.
- ___ 12. Provide existing Topography within the Limits of Disturbance and surrounding area, including appropriate Trees, all existing pipes with their appropriate Easements. Provide Source.
- ___ 13. Locations of all proposed structures (including driveways, houses, walls, sanitary and storm drainage lines and structures, septic tanks and lines, pools, fences, etc.). Size and type of construction should be called out on the plan with distances to lot lines for all above ground structures.
- ___ 14. Location of State Waters with applicable Buffers, zoning buffers, access easements, sewer easements, and drainage easements, etc.
- ___ 15. Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form:

"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) 135160 _____ for unincorporated Fulton County, Georgia. (Use September 18, 2013 map)."

If property is located in a flood zone as determined by FEMA, a Certificate of Elevation will be required. Plan must state existing and minimum proposed finished floor elevations for the main floor, basement, and garage. Elevations must be at least 3 feet above the 100-year elevation. The house must be at least 10 feet (horizontally) away from the 100-year limit.

Sandy Springs' SINGLE FAMILY POOL SITE PLAN CHECKLIST
February 1, 2017
Page three

- ___ 16. Provide a Grading Plan showing proposed contours, pipes, retaining walls, etc within the Limits of Disturbance.
- ___ 17. If the site includes a stormwater detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.
- ___ 18. Retaining Walls over four feet in height require a separate Retaining Wall permit in accordance with the City of Sandy Springs' development regulations Section 103-27(d) and Section 103-107.
- ___ 19. ARC approval, if required.
- ___ 20. If land disturbance is 1,000 square feet or greater, provide stormwater management facilities that will provide stormwater storage for 1.2 inches of runoff from all impervious surfaces within the site. Configure facility so that the designed discharge duration of the WQ_v exceeds 24 hours. Voids within stone infiltration trenches or similar shall be considered to be 40% of stone volume. Show on site plan the layout and details of the stormwater management facilities. Provide supporting calculations with the site plan.
- ___ 21. Where existing runoff leaves the site in a sheet flow condition, runoff shall leave the site in a sheet flow condition after development.
- ___ 22. Provide calculations for Water Quality, if applicable.
- ___ 23. Provide Test Data to insure that the Soil underneath all Water Quality devices using infiltration has a minimum 0.5 Inches per Hour Infiltration Rate.
- ___ 24. Infiltration type BMPs should be a minimum of 10 Feet away from property Lines and/or Foundations and a minimum of 20 Feet away from Septic Systems, subject to Fulton County Health Department approval.
- ___ 25. The Modified Taft Method is not acceptable to determine Infiltration Rates. A Percolation Test may be used to obtain Infiltration rates provided it is performed using the "Porchet Method".
- ___ 26. Provide a GPS (Georgia State Plane Zone West) Coordinate for each Water Quality BMP on the Site Plan.
- ___ 27. If a Backflow Preventer does not exist between the pool water supply and the public water system, then one must be installed as part of the Pool Installation. If the Pool is not connected to the main water line, provide the following Note on the Pool Site Plan.
The proposed Pool is not connected to the main water line and is to be filled by hose. A Backflow Preventer is to be provided on the hose bib.

Utilities and Other Structures (Not Including the Pool)

- ___ 1. Heights of all retaining walls with spot elevations along wall at top and bottom. Wall heights between 4 and 6 feet will require an executed OWNER CERTIFICATION / INDEMNIFICATION FOR RETAINING WALLS. For wall heights 6 feet and over, plans must bear a State of Georgia

Professional Engineer Seal signed and dated, and an executed ENGINEER CERTIFICATION / INDEMNIFICATION FOR RETAINING WALLS.

- ____ 2. If a Pool House is proposed, the location must be shown on the plan. Provide dimensions relating the structure to the existing house, other structures, and the property lines. **(Note: a separate Buiding Permit is required prior to SFPSP approval).**

Trees

- ____ 1. Location, size, and species of all Protected, Landmark, and Boundary trees as defined by the City of Sandy Springs' Tree Conservation Ordinance.
- ____ 2. Location of all landscape strips and tree save areas.
- ____ 3. Location of any "Waters of the State" and associated Buffers.
- ____ 4. Show critical root zone (1.25 feet/inch (DBH)) of all trees in 1 above.
- ____ 5. Indicate all trees proposed for protection/removal.
- ____ 6. Landmark Trees:
 a. Sandy Springs Arborist determines the survivability of Landmark Trees.
 b. Landmark replacement of comparable species and size.
 c. Provide canopy mitigation.
- ____ 7. Funds placed in escrow for removal and replacement costs, if required for all impacted Boundary Trees.
- ____ 8. Show location, species, and caliper size of all trees proposed to be planted.
- ____ 9. Provide location of Tree Protection Fencing and appropriate Detail.
- ____ 10. Provide Tree Canopy calculations which includes (1) Protected Canopy (measured); (2) replacement Canopy (attributed by species); and (3) Sandy Springs Tree Bank contribution.
- ____ 11. Provide the following Note on the Site Plan:
 Contact the City of Sandy Springs' Department of Community Development at (770) 730-5600 to arrange a pre-construction meeting with the Site Inspector prior to commencement of any Construction or land Disturbing activity.

Sediment and Erosion Control

All Erosion Control BMPs shall be labeled using Symbols from the Manual for Erosion and Sediment Control in Georgia Sixth Edition. Provide Details for all BMPs from the Manual for Erosion and Sediment Control in Georgia Sixth Edition.

- ____ 1. Show and quantify the Limits of Disturbance.

Sandy Springs' SINGLE FAMILY POOL SITE PLAN CHECKLIST

February 1, 2017

Page five

- ____ 2. Provide Structural BMPs in accordance with the Manual. Note that some Structural BMPs require worksheets or specifications to be shown on the Plans.
- ____ 3. The following Note should be on the Site Plan or the Erosion Control Plan:
Any tracking of Dirt, Silt, Mud, etc. onto street will result in an immediate "Stop Work" Order.
- ____ 4. Direction of existing and proposed storm water or drainage flow by use of arrows.
- ____ 5. At the sole discretion of the City of Sandy Springs' Staff, the existing driveway may be used as a Construction exit provided it is labeled with the appropriate Symbol and the Site Disturbance is minimal and the following Note appears on the Pool Site Plan:
The existing driveway may be used as a Construction Exit provided that all construction vehicles are confined to existing paved areas on Site. Any tracking of Dirt, Silt, Mud, etc. onto street will result in an immediate "Stop Work" Order. The "Stop Work" Order will not be lifted until a Construction Exit in accordance with the current Detail is constructed.

Pool Fence

Per Section 19.3.15 of the City of Sandy Springs' Zoning Ordinance, permanent fencing and gated enclosures are required for all Pools in the City.

- ____ 1. Provide location of Pool Fence on the Pool Site Plan.
- ____ 2. Provide Pool Fence Detail.
- ____ 3. Fence design shall not produce a "Ladder" effect that could aid in unauthorized climbing.
- ____ 4. Pool fences must include at least one gated exit with a minimum width of 36 Inches. The gate must open outward and be self-closing and self-latching. Show the location on the Pool Site Plan.
- ____ 5. The minimum height of pool fences shall be five (5) Feet. The maximum height of pool fences shall be eight (8) Feet. Columns may exceed eight (8) Feet but must not exceed eleven (11) Feet.

Add the following General Notes

- ____ 1. The enclosure entrance (Gate) shall be locked when the Pool is not in use.
- ____ 2. If only one side of the Pool fence is to be finished, the fence shall be constructed with the finished side toward the neighboring Property.
- ____ 3. For all cases where a building footprint penetrates through a pool fence perimeter, all doors on the building(s) which have direct access to the Pool area must be equipped with an audible alarm activated by opening the door(s).

- _____ 4. The escape of sediment from the Site shall be prevented by the installation of Erosion and Sediment Control measures and practices prior to land disturbing activities.
- _____ 5. Erosion and Sediment Control measures shall be maintained at all times. If full implementation of the approved Plan does not provide for effective erosion control, additional Erosion and Sediment Control measures shall be implemented to control or treat the sediment source.
- _____ 6. Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding.
- _____ 7. The Plan Preparer affirms that the Site was visited prior to the preparation of this Site Plan by (himself / herself).
- _____ 8. An As-Built Drawing, containing a Boundary Survey, Site Improvements, Top and Bottom of Walls, Finished Floor Elevations of Buildings, Decks, and Pool, Utilities, Easements, pertinent Site Development Data, and any other requirements of the Community Development Director, shall be submitted to and approved by the Department of Community Development prior to the issuance of a Certificate of Occupancy or a Certificate of Completion.